

**Village of Martin's Additions
Council Meeting Minutes for March 21, 2013
7013 B Brookville Road, Chevy Chase, MD 20815**

COUNCIL MEMBERS AND VILLAGE REPRESENTATIVES PRESENT: Council Members: Richard Krajeck, Michael Zielinski, Tiffany Cissna, and Arthur Alexander. Village Manager: Jean Sperling. Village Attorney: Ron Bolt.
RESIDENTS PRESENT: Keith Allen, Bill Catherwood, John MacDonald, Noell Sottile, Hanne and Frank Correl, Steve Schmal, Riley Markham

7:30 PM: CALL TO ORDER: Krajeck

REPORT OF THE VMA ELECTIONS & ETHICS COMMITTEE

The VMA election nomination period is in full-swing, having opened on Friday March 1 and continuing until Monday April 8. The E & E committee has received two nominations for village council candidates and has contacted both nominees to ascertain their willingness to run for election and serve on the council. One candidate, Josh Bowers of Summit Ave., has confirmed his candidacy. The committee is still waiting to hear from the other nominee. The two current council members whose seats are up for election this year, Mike Zielinski and Richard Krajeck (filling out the term of Christoph Mueller), have not yet notified the E & E committee of their intentions—whether they will step down from the council or run again. They are urged to do so at their earliest convenience (either send the committee an e-mail or drop us a note via the village office).

The nomination period kicked off with a successful community round table on Saturday morning March 2 in the Village Office. The event was very well attended by three dozen or so residents and VMA friends, including 2 sitting council members, many former council members and even some new residents and residents interested in the council election. There was spirited discussion of municipal government, the history of VMA, work and accomplishments of the village council, and issues of current concern to VMA residents, which were noted on a note board in the front of the room. Good questions were raised (and many answered) and points made that inspired an excellent community conversation. Several attendees said at the end that it was such a good event, they'd like to see something like it happen more frequently, maybe quarterly. The E & E committee's only disappointment about the community round-table was that there were so few newer residents in attendance. We still struggle with the question of how to get more and newer residents involved in the municipal and community life.

Respectfully submitted, Noell Sottile, Chairperson; Frank Correl, member; Ted Stoddard, member.

FY 2014 BUDGET DISCUSSION: Comments on FY 2014 Budget Expenditures and Revenues.

John MacDonald (Summit): Offered comments on the budget and financial position of the Village including rebuilding of a rainy day fund; returning reserves to previous levels; considering police patrols; questioning whether we needed every other month bulk trash pick-up. He also asked what powers the state had to alter our share of the income tax revenues.

Bill Catherwood (Shepherd Street): Offered guidelines for making budgeting decision that he uses in his work- (1) Be informed and thoughtful in your decision making and avoid personal opinions, (2) Don't just say "no"—you were elected to deliver services; "no" is often too easy. (3) Just do it- - street lighting is a good example of just deciding to move forward, and (4) Think big—you represent an entire town, not just your block.

Steve Schmal (Summit): Urged the Council to (1) move forward on the street light issues, (2) to seek higher returns on its investments, [Council member Alexander replied that earnings are currently about 3/10th of a percent] (3) Consider securing police services on a per incident basis rather than patrols, and (4) consider a return to an event at La Ferme or create a similar event.

Frank Correl (Turner): Made several suggestions: (1) that it is time to move on more capital projects in the Village, (2) that the Council send a council member to the Annual MML Convention this year, (3) that the Council urge Waste Management to place two men in the recycling truck- he is concerned about safety, and (4) that he hopes the Council is offering the kind of terms for employment of the Assistant Manager that will result in the hiring of the kind of employee we need; he suggested adding some kind of benefits to the employment offer.

FY 2013/2014 BUDGET PROGRAM DISCUSSION:

REVENUES:

The Council discussed the revenues estimated for the Budget Year 2014, agreeing that all current tax rates should be retained into FY 2014 allowing for the adoption of the constant yield tax rate which adds \$0.0006 per \$100 of assessed value, or \$6.00 on a home valued at \$1,000,000. The Council agreed that the Constant Yield Tax Rate should be retained. Estimates of Highway User Revenues from the state will need to be confirmed as the debate at the state level is resolved.

EXPENSES:

Amendments to the FY 2013 budget are reflected in the following list. These changes were made as a part of adjusting the budget base for the current year in order to build the FY 2014 Budget.

Amendments to FY 2013 Budget

Category	Amended Budget Amount	Reason
Office Furniture & Equipment	+\$7,000	Furniture/ computer/ GIS Software program
Dues & Subscriptions	+ \$3,000	Council members to MML Convention
Storage Rental	+ \$100	Rent increase
Building Review& Permits	+\$7,500	Work Volume increase
Enforcement & Oversight	+\$12,500	Additional Workload
Survey Update	+ \$2,100	Additional Complications
Tree Maintenance	+\$5,000	Stumps, additional pruning
Tree Planting	+ \$1,000	“Just in case”
<u>Holiday Fund</u>	<u>+ \$735</u>	(Balance)
Total	\$38,935	

Source-Income tax revenue: Add \$38,935 to cover increased costs.

Motion to Approve FY 2013 Budget Amendments: Zielinski; 2nd Alexander; Vote: All in favor.

Changes in the proposed FY 2014 Budget Program include:

- Staff augmentation for special projects such as File Retention Policy Development
- Break out consultants fees for street lighting, traffic consulting, street consultation, and street lighting consultation.
- Additional fees for oversight of Washington Gas and WSSC Projects in the new fiscal year
- Consideration of fee-based Police service arrangement. A budget estimate was offered based on a twice per month call for service at \$250 per house, or \$6,000 per year.
- Restoration of year round yard waste collection which will add an additional \$112 per month to the trash contract. Restoring the heavy trash pick-up to once a month every month would add \$611 more per month to return to former service levels. The Council agreed that this service level is not necessary.
- More yard waste bags will be purchased. The Council agreed that this would be a nice service to have additional bags available for residents use in the spring. Residents could come to the office to get them so we wouldn't incur the delivery expense.
- Purchase larger recycling bins. Weekly appearance of recycling through the town indicates the need for larger bins. Village will look for opportunities to use a local garage or shed to make the storage of the additional recycling bins easier and less costly.
- Community events. The Council added money for more adult events. The budget for this item was increased to \$15,000.

The FY 2014 Budget development information will be made public in next newsletter. Although the Charter only requires two weeks before the Annual Meeting where it is to be adopted, we will publish it at least two other times.

DISCUSSION OF ORDINANCE NO: 3-13-2 to Clarify and Amend Permit Requirements for Air Conditioners, Heat Pumps, Generators and other structures, and projects requiring Heavy Equipment that may damage the public right-of-way.

Attorney Bolt noted that based on the comments made about an earlier draft ordinance to clarify and amend the permit requirements for certain items he would return to the drawing board and redraft the ordinance. Bolt asked for any further comments. The Council agreed that they want to draft it based on the use of a definition of “heavy equipment” and delete land disturbing activity. The desire of the Council is to protect the right-of-way during construction –a permit is needed in order require a bond to protect the right of way. Bolt suggested just adding “use heavy equipment” to existing definition of permits needed. This item will be delayed for further refinement.

DISCUSSION OF COMCAST CABLE REVENUES

Attorney Bolt explained that Maryland State law provides that common carriers such as Comcast, Verizon and the like are allowed to provide service throughout town in the interest of public welfare. The 15 year agreement we have with Comcast is coming to an end in June so we are negotiating a new agreement under Attorney Bolt's direction. The agreement being negotiated is unchanged from past—5% of gross revenues from our subscribers come to our jurisdiction. 30% of this is designated for the County, who operates the Cable Office and 70% comes to the Village. The point that

remains unsettled in the agreement is the capital grant monies that some municipalities use for developing the public education channels—Martin’s Additions does not operate any channel. The County wants more money to run its fiber net so they’d like a larger share of the capital grant to go the County because they have an operating shortage. This issue will need to be resolved before the final agreement is signed.

BUILDING ADMINISTRATOR’S REPORT: Activity in February and first 3 weeks of March 2013.

Construction Completed:

- Fence at 3516 Cummings Lane
- 7200 Summit Interior renovation (Dumpster Needed)

New Permits Issued:

- None

Ongoing Construction Projects:

- 124 Quincy Street – Roof and trim installed. Decking in progress.
- 163 Quincy Street – Trim installed. Interior work progresses. Retaining wall.
- 3408 Turner Lane- Front Yard Paving- letter sent; owner cannot recall construction
- 3502 Cummings Lane - Accessory structure (pool house), pool and fencing.
- 3410 Cummings Lane – Roof is on, enclosed except for garage.
- 3414 Cummings Lane - Roof is on, enclosed.
- 7200 Summit Avenue –Interior work continues.

New Permit Requests/Pending or In-process:

- 3502 Cummings Lane: Driveway replacement
- 3504 Cummings: Driveway Resurfacing
- 3502 Turner Lane – Stop Work Order issue removed Resident has been unresponsive.
- 3414 Cummings Lane – Swimming pool.
- 205 Oxford Street – Addition, renovation. Plans received and cleared by Alan.
- 7003 Brookville-Fence

Construction Inquiries/ Pending Building Issue:

- 3502 Cummings Lane – Fence scheduled to be moved after litigation.

- 3219 Thornapple St – Addition, Preliminary plans received. Looks like a variance will be required.
 - 3411 Taylor-Fire pit/ landscaping
 - 3518 Bradley – Construction of a porch; issues about EBL; existing “deck” a problem. No drawings received
- Other Municipal Support
- Management:
- Resident concerns-eg. car parking on ROW and in front yard, recycling missed pick-ups and WSSC project.
 - Ongoing supervision and progress reporting of construction projects.
 - Work with Verizon and Pepco on transferring telecom lines to new poles.
 - Move in / out parking control.
 - Respond to construction complaints.
 - Oversee WSSC work on Taylor, Thornapple and Delfield Streets.
 - Assist with Market traffic during WSSC construction.
 - Boulder repositioning.
 - Storage unit/equipment management
- ROW Maintenance – General:
- Assistance with PEPSCO tree removal—identification, no parking posting, parking monitoring.
 - Assistance with private tree removal on Summit
 - Care of traffic control signs.
 - Recovery of broken street and stop sign; replacement scheduled 3/22-Wayne
 - Complaint Management-Boulder repositioning- Pool discharge; sign destruction.
 - Storm Preparation: Post Snow Parking signs

FINANCIAL MATTERS: ALEXANDER-Report for the Month of February 2013

	July 2012-February 2013	
	Actual	Budgeted
Revenues	\$514,622	469,440
Expenses	254,309	373,455
Net Income	260,313	95,985

Reserve account (current assets less designated allocations): \$848,851

Revenues are running above projected amounts for the first eight months of the fiscal year. According to the state’s income tax analyst, the fiscal year’s receipts from the Village’s share of state income taxes paid by residents will be close to \$528,000, approximately one-third more than we conservatively planned to receive. Expenses remain below budgeted amounts.

The reserve account (current assets minus funds set aside for designated capital expenditures) is greater than the Village’s budgeted annual expenditures, which provides a planned cushion against unexpected occurrences.

ACTION ON FINANCIAL REPORTS:

Motion to Approve: Alexander; 2ndZielinski Vote: All in favor

ACTION ON MINUTES OF FEBRUARY 21, 2013

Motion: Alexander; 2nd Zielinski; Vote: All in favor

INTERSECTION EVALUATION by Traffic engineer:

Below is a summary of the report filed by Joe Cutro, the Village traffic engineer of Council member Zielinski's alternative for alterations of the intersection of Brookville and Taylor Street.

Relocating the crosswalk further north is definitely doable.

- ❖ The main benefit would be that the crosswalk would no longer be obstructed by parked cars.
- ❖ There are downside effects.
 - Running the crosswalk from the southeast to the southwest corner would create a "kink" in the natural pedestrian desire line that would invite jaywalking (to shorten the path).
 - The new crosswalk alignment would necessarily be skewed relative to Brookville Road, increasing pedestrian exposure (in terms of both distance and time) to moving traffic.
 - The existing curb ramp on the southeast corner would not be properly aligned to the relocated crosswalk, and a new ramp would have to be constructed in the brick paver area immediately south of the existing one.
 - If the crosswalk is relocated, then the two existing ramps must be removed and the respective areas restored as appropriate -- a considerable "built-in" construction cost. Abandoning these ramps in-place would result in a misleading "trap" for pedestrians and should not be regarded as an option.
- ❖ A feasible alternative here would be running the crosswalk from the southeast corner to the intersection's northwest corner.
 - This is feasible due to the offset between the east and west legs of Taylor Street.
 - Same problems as a southeast-southwest alignment, except that the existing curb ramp on the southeast corner would be suitably oriented and largely salvageable. Only one concrete panel would have to be replaced, to allow insertion of an ADA-compliant surface warning mat. (At least one ramp on the west side of Brookville Road would have to be modified as well, but that would be true for any alternative).
- ❖ Relocating the STOP sign further north, into the existing brick paver "bump out" area would largely eliminate the visibility problems cited in my earlier report, but is probably not doable.
 - The problem is the location of the stop bar pavement marking, which should be kept within a few longitudinal feet of the STOP sign.
 - The stop bar location is also restrained by the geometry of the intersection, and in this case, that location has to allow for unimpeded right turn movements from the west leg of Taylor Street for a reasonable range of vehicle types (not just smaller passenger cars).
 - Accommodating all turning movements with this intersection's "tight" geometry requires the northbound stop bar to be set back considerably from Taylor Street, as indeed it is today (and which may explain how the crosswalk got where it is the first place).
 - It does not appear that the stop bar can be brought forward very much from its present location, which in turn means neither can the STOP sign. The final judge on the placement of the STOP sign, stop bar and crosswalk at this location will be the SHA.
- ❖ Relocation of the crosswalk to either of two new alignments (or possibly both - examples do exist) can be accomplished without moving the STOP sign. This does not address the original concern expressed here, which is the failure of many northbound vehicles to stop and yield at the intersection. For all alternatives, curbside parking within the east side "bank" of spaces would need to be re-organized, particularly at the north end. This project would be at the expense of the State since Brookville Road is a state highway.

MANAGERS REPORT: Manager Sperling

FY 2014 Budget Development Continued:

- Candidates Introduction & Discussion: Thursday, April 19th. Budget and Tax Rates could be formally introduced here with candidates.
- Additional opportunity to discuss budget.
- Finale: Election and Annual Meeting: Wednesday May 15th, 5-8 and 8-9:30 PM. Action on Tax Resolution and Budget Approval.

Utility Services:

•WSSC:

- Taylor Street completed. A few restoration spots need attention on Turner which will be done all at once.
- Thornapple Street well underway-Mains have been replaced, house connections have not started—delay due to water main break. Fire hydrants being replaced.
- Dead-end Delfield main has been installed. Fire hydrants being replaced. Housing connections still needed.

- Summit Avenue is next. Water supply will be diverted to above ground like Cummings Lane. School buses will be returned to their original routes as soon as housing connections are made on Thornapple.
- VERIZON: Working on moving FIOS lines-On a Sunday no less!
- PEPCO. No Power issues. Dual poles removed by Rockingham Con. on Brookville Road in VMA accomplished.
- WASHINGTON GAS: Raymond Cummings/Melville gas line replacement project still unscheduled. Met with WGL Staff & CCVillage-nothing more except that Melville's gas line needs to be done before Cummings Lane because that is where the main gas distribution line come from.

Street Lights:

Met with CCVillage to discuss PEPCO's program for street light upgrades. Have agreed we will work together. It won't be until FY 14 that plans will be firmer with the PEPCO offering.

Storm Watch/Preparation

- Work with Keith, Pepco, County EOC, Peyton to be prepared for forecast storm.

Roads/Sidewalks/Row

- 3502 Turner Lane Driveway apron /parking pad application was denied. Alternate plan was suggested but needs professional design component. Awaiting a reply.
- 3408 Turner Lane letter sent. Reply suggested that the owner has no knowledge of when the ROW was paved over. Said she has pictures of original house that will assist in determining original driveway layout.

Trees

- Village Tree pruning is finished. Resident Ed Novak deserves thanks for splitting wood and therefore assisting in its removal by residents!
- Tree removals by PEPCO have been completed. Again thanks goes to Ed Novak, our urban woodsman for helping to "recycle the wood."
- Stump grinding and ROW clean-up will begin soon to prepare for spring planting.

Traffic/Roadway Issues:

- Brookville Taylor Street Intersection – stop sign and bus stopping. 2nd Evaluation report developed by Joe Cutro in response to suggestion of Councilmember Zielinski. Next step: Meeting with Section 3 and then contact State Highway Administration for meeting.
- Street sign and stop sign taken out by a truck on Quincy & Oxford. Wayne to fix.

Administrative Work/ Services

- Two more applications for the Assistant Village Manager's position has been received.
- Extensive budget development work.
- Communications with residents on streets under excavation.
- Construction inquiries.
- Attend a WGL presentation at the EOC & Pepco Advisory Group Meeting- Shady Grove.
- Community Forum Set up and document production.
- Facebook continues to be developed.
- Ordered FIOS for office- \$40 per month savings.
- Local Manager's Lunch –Most successful yet.

10:00 PM Adjournment